

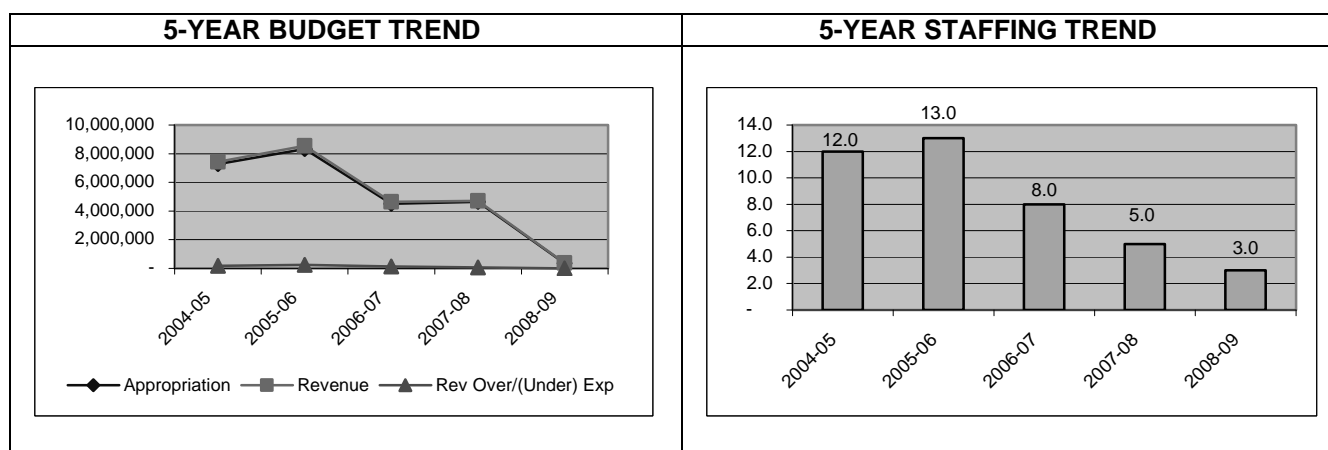
Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations maintains the stock of surplus property, serving as a storage facility, placing equipment with other departments and approved community-based organizations (CBO's) for re-use, selling surplus property to the general public through auction vendors, and administering the printer cartridge recycling program. The division strives to accurately inventory and fairly distribute surplus property to interested departments, CBO's, and the general public, according to County policy. In this budget year, the division will begin to reserve and disseminate surplus property on Countyline, and will continue to liquidate surplus information technology equipment on the internet, in an effort to maximize revenue.

The Surplus Property and Storage Operations budget unit is an Internal Service Fund (ISF) of the Purchasing Department. All operational costs of this program are distributed to user departments through user rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



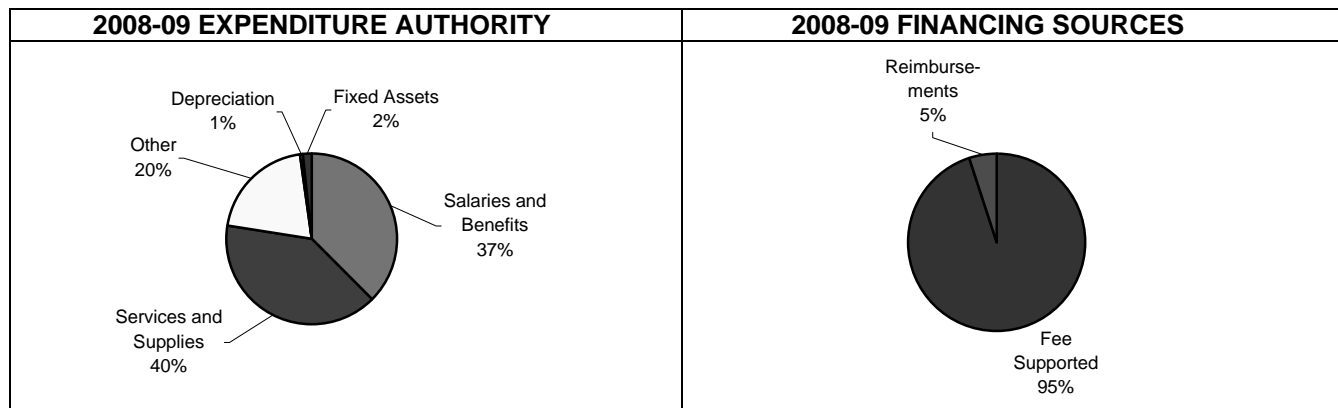
PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	8,636,892	8,776,583	5,227,686	4,645,121	4,637,342
Departmental Revenue	8,929,050	8,884,935	5,233,616	4,706,000	4,706,999
Revenue Over/(Under) Exp	292,158	108,352	5,930	60,879	69,657
Budgeted Staffing				5.0	
Fixed Assets	-	4,412	-	-	-
Unrestricted Net Assets Available at Year End	224,000	220,820	225,529		69,527

Actual appropriation for 2007-08 is slightly less than modified budget due to slight savings in salary and benefits and less than anticipated transfer to the Purchasing Department's general fund budget unit for administrative support. Due to the elimination of Central Stores, the transfer of funds for administrative support was reduced.



ANALYSIS OF FINAL BUDGET



GROUP: Administrative/Executive
 DEPARTMENT: Purchasing
 FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
 FUNCTION: General
 ACTIVITY: Surplus and Storage

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	521,745	417,411	265,356	234,414	252,565	147,491	(105,074)
Services and Supplies	7,991,863	8,199,765	4,903,934	4,356,101	4,284,281	148,047	(4,136,234)
Central Computer	14,124	14,354	9,873	7,057	12,760	10,192	(2,568)
Transfers	109,160	145,053	48,523	39,770	92,489	79,597	(12,892)
Total Exp Authority	8,636,892	8,776,583	5,227,686	4,637,342	4,642,095	385,327	(4,256,768)
Reimbursements	-	-	-	-	-	(20,000)	(20,000)
Total Appropriation	8,636,892	8,776,583	5,227,686	4,637,342	4,642,095	365,327	(4,276,768)
Depreciation	-	-	-	-	3,026	2,373	(653)
Total Requirements	8,636,892	8,776,583	5,227,686	4,637,342	4,645,121	367,700	(4,277,421)
Departmental Revenue							
Current Services	8,925,285	8,884,935	5,232,395	4,709,702	4,706,000	372,700	(4,333,300)
Other Revenue	3,765	-	-	(2,703)	-	-	-
Other Financing Sources	-	-	1,221	-	-	-	-
Total Revenue	8,929,050	8,884,935	5,233,616	4,706,999	4,706,000	372,700	(4,333,300)
Rev Over/(Under) Exp	292,158	108,352	5,930	69,657	60,879	5,000	(55,879)
				Budgeted Staffing	5.0	3.0	(2.0)
Fixed Assets							
Equipment	-	4,412	-	-	-	6,500	6,500
Total Fixed Assets	-	4,412	-	-	-	6,500	6,500

Salaries and benefits of \$147,491 fund 3.0 budgeted positions and are decreasing by \$105,074 due to the transfer of 2.0 positions (1.0 Fiscal Assistant and 1.0 Office Assistant II) to Purchasing's general fund budget unit, thus continuing the consolidation of services and increasing efficiencies within Surplus Property and Storage operations.

Services and supplies of \$148,047 include the purchase of materials and office supplies, system development charges, general equipment maintenance, and materials disposal. The decrease of \$4,136,234 primarily reflects the shift of office supply procurement to Purchasing's general fund budget unit for 2008-09.

Transfers of \$79,597 include reimbursement to the Purchasing's general fund budget unit for administrative support, reimbursement to Printing Services for a portion of 1.0 Automated Systems Technician, who will provide hardware and software support for the division's databases and computer wiping station, and mandated EH&P charges. The \$12,892 decrease is a result of a recalculation of administrative fees charged to the division.

Reimbursements of \$20,000 represent a transfer from Human Services for surplus property given to community-based organizations.

Departmental revenue of \$372,700 include revenue from storage fees; recycling of printer cartridges, metal, and telephones; internet surplus sales; public auctions; and surplus property handling fees to county departments. The \$4,333,300 decrease in revenue is due to the shift of office supply procurement to Purchasing's general fund budget unit for 2008-09.

